



# Diablo Vista Water System

## MINUTES

### DIABLO VISTA WATER SYSTEM ADVISORY BOARD MEETING

6:30 p.m.

Small Conference Room

100 Gregory Lane, Pleasant Hill, California 94523

June 16, 2015

#### **MEMBERS PRESENT:**

Mario Moreno, City Engineer  
Gaston Habets  
Steve Zalewski  
Claire Voorhies

Jack Sciaroni  
Phil Williamson

Don Ortolon was absent.

#### **MEMBERS OF** **THE PUBLIC PRESENT:**

Bruce & Joan Husted  
Wendy Gallop

#### **CALL TO ORDER:**

The meeting was called to order at 6:43 p.m. by Steve Zalewski.

#### **PUBLIC COMMENT:**

Bruce & Joan Husted complimented Don Ortolon on what a great job he does for DVWS.

#### **OLD BUSINESS:**

#### **Minutes of the Previous Meeting:**

A motion to waive reading the Minutes of the special Board meeting held on April 28<sup>th</sup>, 2015 was motioned for approval by Steve Zalewski and seconded by Phil Williamson. After a call for discussion and a vote by Gaston Habets, the motion to approve the Minutes passed unanimously.

#### **Review the Request from a property owner located at 210 Powell Avenue to reconnect DVWS water service:**

The cost of a reconnection is \$200 plus \$135 x the number of years the residence has been without service. Phil Williamson will follow-up with the homeowner to determine the length of time the service has been disconnected and determine their status. Tax records could also provide this information. A check must be submitted by the middle of July for reconnection.

Review the Request from a property owner located at 40 Bruce Court to connect to DVWS water service:

Currently, no policies are in place for residences that wish to connect to DVWS. At this time the Board is not in a position to authorize extending the boundaries. Request was denied. A letter will be sent to the homeowner with notification of decision.

**NEW BUSINESS:**

Review the number and nature of calls received by the dispatcher for the period from March 15<sup>th</sup>, 2015 to June 16<sup>th</sup>, 2015:

Total of 67 calls/emails. Majority of enquires where about when the water would be turned on (19), leaks (11) and overwatering (6).

Review letter from CCWD dated June 4<sup>th</sup>, 2015 (Drought Management Program) identifying irrigation users must comply with 45% reductions (not 40%) in 2013 water allotments for the 2015 season:

Gaston Habets confirmed with CCWD that the effective date for the 45% reduction was June 3<sup>rd</sup>, 2015 which is the date the motion passed. It should be noted the 45% reduction is simply a request from CCWD however, increased cost will be incurred by DVWS if exceeding use targets with possible penalties if use policy is not adhered too.

Discuss future Capital Improvement Projects and prioritize infrastructure needs:

Mario Mareno noted that any CIP projects must go through a design process and a budget process with the City of Pleasant Hill. This process typically would begin in January 2016.

Action item – revisit CIP and infrastructure needs at the September 17<sup>th</sup> Board Meeting.

Review recycled water efforts/findings in the past with CCCSD:

Mario Mareno reviewed a handout from 2010 which provided DVWS requirements at that time for converting to Recycled Water. It was decided that it would be effective to invite representatives from CCCSD to the September 15<sup>th</sup> Board meeting to find out if the requirements are still valid or what the process would be moving forward. Mario Mareno and Claire Voorhies will co-ordinate. Phil Williamson commented that DVWS may be a good candidate for CCCSD as they are actively marketing recycled water to large local water consumers who are located near its recycled water transmission main.

Review a proposed option of installing and metering water usage per household to facilitate drought management:

Discussion regarding the feasibility of water meters and if they would assist with drought management. Estimated cost would be approximately \$1,000 per meter. Item was tabled for discussion at this time.

Status of the Pump House CIP project. Generate/Update the Systems and operational manual for the new pump house:

General operational manuals for the pump house would be available on-line or from Brian Turner of ControlCo. Gaston Habets requested having a manual for instructions on how to physically turn on/off

the pumps. Gaston will work with the Engineers to get written procedures. This item will be tabled for discussion at the September 15<sup>th</sup>, 2015 Board meeting.

Review the standard overwatering letters to homeowners – review of content and feedback:

Updates to the overwatering letter will be made to include a check box which will indicate why the letter was given to a homeowner. The phone number on the standard letter needs to be updated. Claire Voorhies will work on editing the letter.

Review contracting services/compensation guidelines for repairs needed to the DVWS system that are not within the Engineers scope of work:

Engineers will notify Claire Voorhies regarding the scope of the work and Board approval will be sought. Review and discussion regarding how outside vendor invoices were approved.

Call for Motion that the Board approve all contract work estimates conducted by DVWS Engineers or Board members on DVWS lines. The quotes will be forwarded to the Secretary who will seek Board approval prior to approving the work.

Steve Zalewski called the motion, Phil Williamson seconded the motion. After a call for discussion and a vote by Gaston Habets, the motion passed unanimously.

Mario Mareno will research the prevailing wage for similar work conducted by DVWS Engineers. This will be reviewed at the September 15<sup>th</sup>, 2015 Board meeting.

Review and update the list of qualified contractors to work on the DVWS, as repairs are warranted:

Manito Construction will be added to the list of qualified contractors. Contact details are as follows: 1043 Serpentine Lane, Suite I Pleasanton, CA 94566. Ph: 925-600-0220.

Review the need to approve a stipend for DVWS Secretary for attending emergency meetings, not contemplated as regular business, when necessary throughout the year:

Steve Zalewski motioned to approve a stipend for DVWS Secretary for attending emergency meetings, not contemplated as regular business, when necessary throughout the year:

Phil Williamson seconded the motion. After a call for discussion and a vote by Gaston Habets, the motion passed unanimously. This motion is retro-active to May 1<sup>st</sup>, 2015.

Approval of Advisory Board meeting stipend distribution.

A motion to approve payment of June 16<sup>th</sup>, 2015 stipend fees to the Advisory Board members and engineers was made by Steve Zalewski and seconded by Gaston Habets. After a call for discussion and a vote by Phil Williamson, the motion passed unanimously.

There being no further business presented before the board, the meeting was adjourned at 8:15 p.m.

Respectfully submitted by: \_\_\_\_\_  
Claire Voorhies, Secretary